



EMD

Washington Military Department Emergency Management Division



Quick Reference

WebEOC v.7

General

To access WebEOC you will need the following:

- Internet connection
- Web Browser (Specifically, Internet Explorer 6.0 or better)
- Website URL
- Enable pop-ups for this site in browser
- WebEOC Username and Password

Login Procedure

- **Click** on WebEOC icon on the desktop; or
- Open Internet Connection (if necessary)
- Start Internet Explorer
- Obtain URL – Enter it in browser
- Select **Jurisdiction**
- Enter assigned **Username**
- Type assigned **Password** (See Figure 1)

WebEOC 7.0 Login

Jurisdiction: All Jurisdictions

User:

Password:

OK

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Figure 1

- Click **OK**.
- Select **Position (If there are any) and Incident from the drop-down lists**, then press OK. (See Figure 2)

WebEOC 7.0 Login

Position: All

Incident: Sample Incident

OK Cancel

• [Register for a Position](#)

Figure 2

- On the **Additional Login Information** page, this information will be used as an ad-hoc phone list.
 - Name – required field
 - Location, Phone Number, Email, and any Comments and click OK. (See Figure 3)

WebEOC 7.0 Login

Additional Login Information

Name: Required field

Location:

Phone Number:

Email:

Comments:

OK Cancel

Figure 3

Control Panel

WebEOC 7.0

04-66-TCIT as

Log Off

Training (Do Not Delete)

Boards - Offline

- After Action Review
- WA EOC Essential Elements of Information
- WA EOC Mission/Task
- WA EOC Press Release
- WA EOC Significant Events
- WA EOC Situation Report
- WA EOC Situation Report ESF 2 Input
- WA EOC Telecomm Section Activity Log
- WA State Shelter Status
- WSDOT State Road Conditions and Closures

Menu

- 1. County Menus - Washington »
- 2. County Menus - Oregon »
- 3. State Agency Menus - Washington »
- 4. Federal Menus »
- 5. NorthWest Regional Boards »
- 6. ESF, FEMA, ICS Menu »
- 7. WA EOC Reports »
- 8. Private Industries - Universities - Colleges »
- 9. Weather Reports & Websites »

Tools

- Admin
- Chat
- Checklists
- Contacts
- Messages

Plugins

- File Library

Links

- Emergeo Web Map
- EOC Update Rolling Briefing
- Northwest Weather.com

Log Off

Input

Exit/Close

Red = New data, Display View

Username

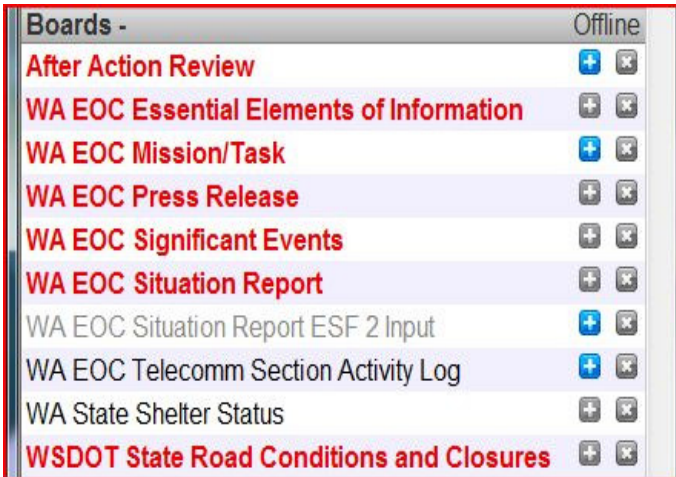
Incident Name

Figure 4

Quick Reference

WebEOC v.7

Boards



Viewing Items

- Click the text hyperlink on the Board next to desired item; Board appears in a separate window
- Use the scroll bar to review all the items

Add Board Item

- Click the **Blue Icon for Input**
- Complete the information
- Click the **Save** button

Sorting

When you view lists on the board, they are displayed in Z-A order by date/time. You can change the sort order.

- Click the **text Link** next to the board item
- Click the **Sort** button next to the **Entry** button
- Click on the **drop-down** and choose sort field
- Choose **Ascending** or **Descending**
- Click on **Apply**
- Return to the display; the items will now appear in the new order

Filtering

Board lists can be filtered to show only records that meet the selection criteria entered.

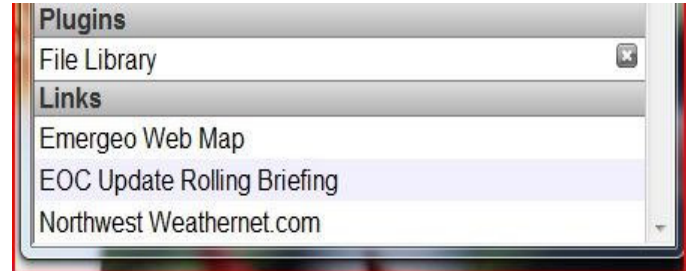
- Again, click the text Link next to the desired Board
- Click the **Filter** button at the top
- Use drop-down lists and/or check boxes to create search criteria
- Click on **Apply**
- Return to Board display

Clearing a Filter

- Click on the **text Link** button next to the desired Board

- Click the **Filter** button next to Sort
- Click **Clear**; click **Apply**

File Library



The File Library allows WebEOC users to upload and share documents and files with other WebEOC users. Click on **File Library** in the Control Panel to display the File List window.

Viewing a File

To view a file you must have the appropriate application available on your computer (i.e. Word must be loaded to open .doc files, etc.)

- Click **File Library** in the Control Panel
- Click the **View** (down arrow) icon next to the file you wish to view; a File view window appears displaying the file

Adding a File

- Click **File Library** in the Control Panel; the File List window displays
- Click the **Add File** button
- Click the **Browse** button; navigate to the file
- Click Open
- Click **Save** to upload the file to the WebEOC server

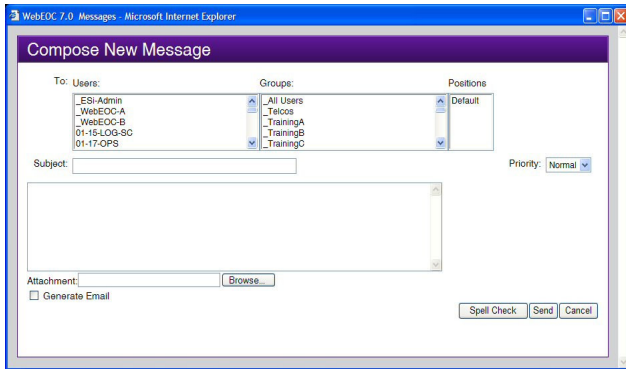
Creating a Message

The Messages plug-in allows you to send messages to other WebEOC users. You can address messages to an individual, selected individuals or a group/role.

- Click **Messages** in Plug-ins sub-heading
- Click the **Compose** button

Quick Reference

WebEOC v.7



- Click on **User** or **Group**; for multiple users/groups hold the [CTRL] key and click
- Type **Subject**
- Type **Message**
- Choose **Priority**
- Click **Send**

Adding Attachments

Any file on your computer or network can be sent as an e-mail attachment. From a message:

- Click on the **Browse** button
- Click on the **Look** in drop-down list to choose the drive
- Double-click the folder to choose the directory
- Double-click the file. The file will appear in the message area
- WebEOC messages only support one file attachment. If multiple files create a .zip file and attached compressed file

Reading Messages

When you click on the Messages plug-in, you see a list of all messages that have not been deleted.

- Click **Messages** in the Plug-ins area; the Inbox list displays
- Click in any part of a message; the message appears on screen

Forwarding a Message

- Click **Messages** in the Plug-ins sub-heading area
- Click in any part of the message to display the message
- Click the **Forward** button
- Choose **Recipient(s)** by username or by group; hold [CTRL] to select multiple
- Click **Send**

Replying to a Message

- Click **Messages** in the Plug-ins area
- Click in any part of the message to display the message

- Click the **Reply** button; message is addressed to Sender
- Type message response
- Click **Send**

Printing a Message

- Click **Messages** in the Plug-ins area
- Click in any part of the message to display the message
- Click the **Print** button; Windows print dialog is displayed
- Adjust settings as necessary
- Click **Print**

Deleting a Message

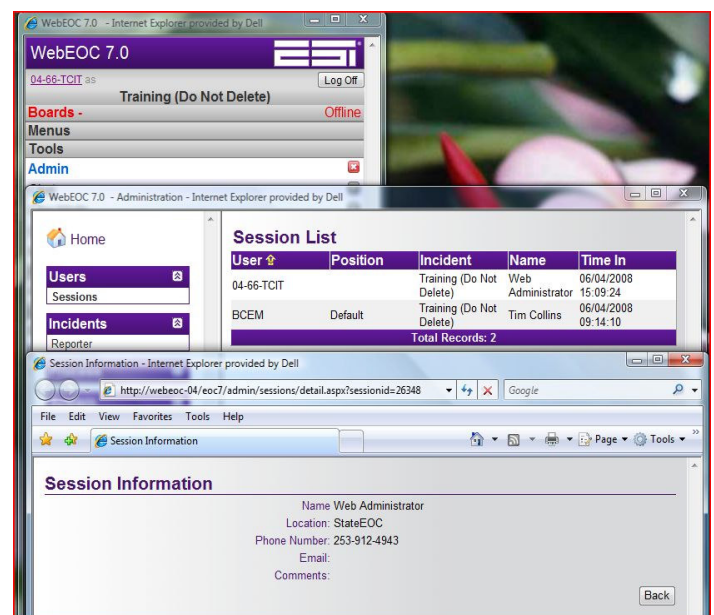
When you delete a message from the WebEOC Inbox, it is moved to the Deleted Messages folder.

- Click **Messages** in the Plug-ins area
- Click on the **Trashcan** icon at the right of the message; the delete confirmation screen appears
- Click **OK** to delete the message

Session Information

The session information is the ad-hoc phone list created when users log-in into WebEOC and identify themselves with their contact information.

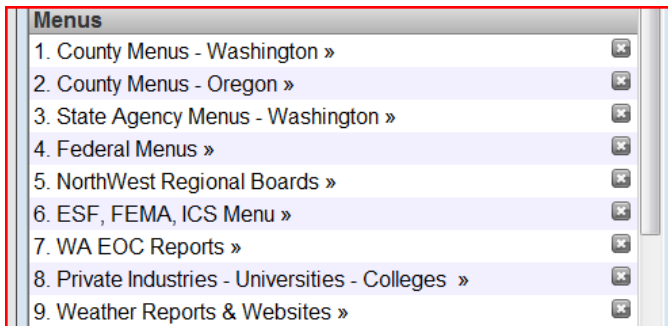
- From the Control Panel, Click **Admin**
- Click under Users, **Sessions**
- To the right a **Session List** will be displayed.



Menus

To find additional information from the counties, other state agencies, federal agencies, and/or private industry look under **Menus**.

Note: Not all counties are connected to WebEOC.



For example:

To view Umatilla County

- Click **County Menus - Oregon**
- Click **Umatilla County** a window will appear with the available boards publish by Umatilla

To view Benton County

- Click **County Menus - Washington**
- Click **Benton County** a window will appear with the available boards publish by Benton